2024-2025 Bacon Academy Roles and Responsibilities

	Amy Begué Principal	**Melissa Cyr** Assistant Principal	**Michael Mal** Assistant Principal	**Kevin Burke** Athletic Director
Direct Reports	• Assistant Principals • Office Professionals • Athletic Director • All teachers • Nurse and nursing paraprofessionals • School Safety Officer and Greeter	• World Language, Family and Consumer Science, Special Education, Health and Physical Education • Special Education and Brick Paraprofessionals	• English, Social Studies, Technical Education, Business • Paraprofessionals: SRBI, LMS	• Coaches • Athletic Trainer
Assignments	• School Improvement Plan • School Regulations and Protocols • School Safety • Budget • NEASC accreditation • Evaluation of certified staff (Mathematics, School Counseling and Fine Arts departments) • Evaluation of all staff • Interview, hiring of new staff • Student supervision for large after hour school events • Chair 504 meetings for Grade 12 students • Facilitator of Bacon Leadership Council and teacher leader development • Bacon Parent Forum • BA Student Advisory Group • Design and implement professional development and training for all staff • 8th Grade Orientation night • Liaison to Youth Manufacturing Program Initiative	• Evaluation of the Science, World Language, Family and Consumer Science, Special Education, Health and Physical Education education staff. • Support the special education team through the development of service schedules. • Development of the school's Program of Studies. • Support teacher leaders with the implementation of professional learning communities. • With support from the principal, development of Student Wellness and School Climate plans • Supervision of after hour school events • BA Student Advisory Group • Chair PPT meetings for all grades • Student Discipline for two grades. • Interview, hiring of new staff • Student Handbook • STAT Team • Bullying & Title IX Investigations • School Safety	• Evaluation of: English, Social Studies, Technical Education and Business departments • Oversee Math and ELA Scientific Research-based Intervention Teams • Interview, hiring of new staff • Supervision of after hour school events • Support teacher leaders with the implementation of professional learning communities. • With support from the principal, development of Student Wellness and School Climate plans • With support from the principal, development of School Improvement Plan • Design and implement professional development and training for all staff • Chair 504 meetings grades 9-11 • Student Discipline for two grades • BA Student Advisory Group	• Athletic Budget • Organize fall, winter and spring sports schedules • Adhere to all CIAC guidelines • Organize transportation for all teams • Maintain Coaching Handbook • Manage training for coaches, including all building protocols • Supervises athletic events • https://caadinc.org/caadcalendar.pdf

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		• With support from the principal, development of School Improvement Plan • Design and implement professional development and training for all staff • Chair a Pride and Purpose Subcommittee. • Youth Diversion Board Participation • Coordination of substance abuse prevention programming. • Traffic Duty • Lunch Supervision	• Development of Master Schedule • Student Handbook • Standardized testing administration (CT-SAT, PSAT, NGSS, etc.) • STAT Team • School Safety • Chair a Pride and Purpose Subcommittee. • Attend Monthly Youth Coalition Meetings • Youth Diversion Board Participation • Coordination of substance abuse prevention programming. • Traffic Duty • Lunch Supervision	

	Susan McKiernan Assistant to the Administrators	**Danielle Bossie** Financial Office Professional	**Debbie Mientus** Attendance Office Professional	**Angelina Ruszala** School Counseling Office Professional	**Brianna Alessio** School Counseling Office Professional
Assignments	• Office Manager • Coordinate substitutes and daily coverage • Reconciles absent management reports/timecards for biweekly payroll. • Maintains student discipline logs • Scheduling meetings, calendar for administrators and building use • Dispatches school security or administrators • Manages student	• Receives school wide supply orders from teacher leaders and creates purchase orders using Munis • Checks in and validates all received orders to match with purchase orders. • Assists with securing supply quotes and vendors • Creates RFPs to pay building invoices • Pays sports, clubs, and	• Maintain student attendance • Student attendance letters for truancy, 9th absence. • Attendance updates for admin/school counselors • School Messenger communication for parents/students • PowerSchool assistance for students/staff as needed	• New registrations • Bozrah students applications, shadowing and registrations • Student Withdrawals • Transcripts (Requests and creating) • Scholarships (coordinating with donors, collecting and tracking applications) • Graduation(all communications to seniors, invitations, ordering diplomas,	• New registrations • Student Withdrawals • Transcripts (Requests and creating) • Scholarships (coordinating with donors, collecting and tracking applications) • Graduation(all communications to seniors, invitations, ordering diplomas, creating and tracking grad packet information, creating and ordering

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	obligations • Answers all general inquiry phone calls • Processes new hire transmittals • Onboarding of new hires • Inventories and supplies building keys • BA Website • Communicates important announcements on Parentsquare. Posts upcoming events, dates, etc as needed • Processes outgoing seniors checklists • Orders, organizes and delivers cap and gowns • Assists in the planning and execution of graduation ceremony • Assists in school wide event planning and celebrations • Schedules field trips and transportation • Maintains personnel emergency contact information • Schedules RAPTOR emergency drills, troubleshoots staff issues, maintains drill records • General office professional duties that may include: answering phones, faxing, filing, mailings, answering emails, running reports, answering questions for parents, students and faculty	student activity invoices • Maintains and reconciles student activity and scholarship accounts • MUNIS for building • Receives and tracks cash/check deposits • Pay to play coordinator • Responsible for building level My Payments Plus troubleshooting, account reconciliation and set up • Post yearly internal stipend positions, tracks stipends for accounting • Responsible for school wide supply inventory and ordering • Schedules printer/copier maintenance, yearly shredding and other services as needed • Assists in graduation planning and execution • Substitutes for attendance OP when needed. • General Office Professional responsibilities: answering phones, responding to emails, report requests by faculty, assisting students, issuing parking permits, troubleshooting for Parents/students/faculty • Bi-monthly Smores newsletter • Make announcements on ParentSqare as needed	• PowerSchool assistance for office professionals updating DAT tags for transcripts, form letters, object reports, etc. • Create new bell schedules in PowerSchool for shortened days, exams, etc to align with schedules for accurate attendance records and more importantly the ability to track students at all time. • Student parking permits spreadsheet.	creating and tracking grad packet information, creating and ordering programs, graduation ceremony event planning, 50 year graduates invites) • Supporting role in delivering school counseling curriculum and programming for students (college fair, AP Testing, PSAT, Bobcat Block, 8th Grade visits) • Update Clubs & Organizations reference guide • Grade Edits/Tracking (grade change requests, duplicate grades stored, blank grades stored, failing grades reports, grades out of sync, Honor Roll) • Student schedule edits (add/drops, creating sections, creating Independent studies, class override requests, creating student schedules for new school year) • Naviance (uploading transcripts, scheduling college visits, uploading tests scores, trouble shooting for students/parents) • Senior and Underclassmen Award Nights (organizing outside awards and class awards, parent notifications, creating	programs, graduation ceremony event planning, 50 year graduates invites) • Supporting role in delivering school counseling curriculum and programming for students (college fair, AP Testing, PSAT, Bobcat Block, 8th Grade visits) • Update Clubs & Organizations reference guide • Program of Studies (collecting updated department sections and create the following year PoS) • Grade Edits/Tracking (grade change requests, duplicate grades stored, blank grades stored, failing grades reports, grades out of sync, Honor Roll) • Student schedule edits (add/drops, creating sections, creating Independent studies, class override requests, creating student schedules for new school year) • Naviance (uploading transcripts, scheduling college visits, uploading tests scores, trouble shooting for students/parents) • Senior and Underclassmen Award Nights (organizing outside awards and class

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				certificates) • Communicate departmental needs to teachers (gradebook requests, scheduling requests, meetings) • General Office Professional responsibilities (scheduling student meetings with counselors, contacting parents, answering phones, responding to emails, report requests by faculty, assisting students, PowerSchool troubleshooting for parents/students/faculty) • Management of student records • Issue working papers for students under 18 yrs old	awards, parent notifications, creating certificates) • Academic Award Breakfast • Boys & Girls State scholarship program • Organizing of student cumulative records (breaking down graduated Seniors into 50 yr records and 7 year shred, removing & shredding 50 year files, organizing incoming freshman files) • Communicate departmental needs to teachers (gradebook requests, scheduling requests, meetings) • Manage school website and update school counseling website • General Office Professional responsibilities (scheduling student meetings with counselors, contacting parents, answering phones, responding to emails, report requests by faculty, assisting students, PowerSchool troubleshooting for Parents/students/faculty) • Issue working papers to students under 18 yrs old